



Position: Mayor's Office of Special Events Intern
Agency: City of Crown Point MOSE
Reports to: Director of Special Events
Salary: Non-Paid
Application Deadline: May 2010

Job Description:

The objective of this position is for the student to gain valuable experience in the field of Special Events. The intern will work with the Director of Special Events to assist in the planning, implementation and execution of programs offered by Crown Point Mayor's Office of Special Events.

Specific Duties:

- Effectively communicate with supervisors, co-workers, citizens and top priority with the Crown Point Business Community.
- Assist with the Car Cruise and Farmers Market Data Logs.
- Assist with Special Events
- Special Projects detailed by director.

Qualifications:

The eligible candidate must be a college student or recent graduate working toward or possessing a degree in Public Relations, Recreation/Leisure, event Planning, Organizational Communication, General Communication, Hospitality and Tourism or related field. Candidate must have reliable transportation to and from work. The candidate must submit and pass a complete criminal history background check and be willing to take and pass a drug test. Applicant must be able to work various schedules including some evenings and weekends as needed between May and August.

To Apply:

Complete application found on City of Crown Point web-site www.crownpoint.in.gov or available at the Crown Point Mayor's Office of Special Events office 11065 Broadway, Suite F. Applications can be dropped off with resume at 11065 Broadway, Suite F or mailed to 101 North East Street; Crown Point, IN 46307. For more information contact Jennifer Young at 219-661-3290 or email at jyoung@crownpoint.in.gov.